

DDA REGISTRY  
FILE: 077-2

DD/A 81-0824

22 APR 1981

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Information Services  
Director of Logistics  
Director of Security

FROM: William N. Hart  
Associate Deputy Director for Administration

SUBJECT: Study of Directorate Information Handling  
Functions

1. One of the major recommendations of the Information Handling Task Force was to:

Charge the Deputy Director of Administration with responsibility for accomplishing within six months: . . .

Creation of a plan and timetable for restructuring DDA information service components. . . . with due consideration of the issues raised by the Task Force's final report.

The Task Force felt such a recommendation appropriate because ". . . as digital logic rapidly diffuses through communications and printing, traditional definitions of ADP, communications, and printing fail to adequately categorize new devices and concepts of service. This leads to frequent disagreement over delineation of responsibilities." "The apportionment of missions to some components is based, in part, on historic technological definitions which may now be obsolete. As technology evolves, a reallocation of the division of labor might be useful and even necessary to clarify roles. However, the value of organizational realignment must be weighed against the employee morale, personnel management, and budgetary impact of change." The DDA was committed to implementation of the Task Force recommendation by EXCOM in August 1980, and an action item was placed in my Advanced Work Plan shortly thereafter.

2. Accordingly, I have asked Management Staff to formally study this issue. Specifically, I have asked that they:

- Develop a functional description of current information handling activities and organizations in the Directorate;
- Assess projections of future information handling capabilities and needs;
- Identify possible organizational changes which would either improve information handling services, reduce cost, remove redundancy, or further enhance DDA capabilities to meet perceived customer needs;
- Assess the impact of each suggested change, especially as regards career management, current office charters and programs, existing long-range plans, costs and benefits; and
- Develop a tentative timetable for implementation of the suggested changes.

3. I would appreciate your full cooperation with the Project Officer, [redacted] who will be contacting you. Study activity will commence shortly, with a final product due by 3 August 1981.

[redacted]  
William N. Hart

cc: [redacted]

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STAT cc: [ ]

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(21 Apr 81)